

BLOOMFIELD TOWN COUNCIL

ADMINISTRATION & EDUCATION SUBCOMMITTEE

There was a regular meeting of the above referenced subcommittees held on Monday, August 1, 2016 at 6:30 p.m. in Conference Room #5, Bloomfield Town Hall, 800 Bloomfield Avenue, Bloomfield, CT.

Committee members present were: Deputy Mayor Schulman, Councilors DeLorenzo, Rivers and Hypolite

Other Council Members present: Councilor Washington

Also present were: Philip K. Schenck, Town Manager, Sharron Howe, Assistant to the Town Manager and India Rodgers, Clerk of Council

The meeting was called to order at 6:40p.m.

Council Referred Item – FY 15/16-78: Holding Absentee Landlords Responsible for the Conditions of their Property

This item was referred to this subcommittee for further review and discussion from the June 10, 2016 Town Council agenda. The committee agreed to consult the Town Attorney and review state statutes relative to this subject. It was moved by Councilor DeLorenzo, seconded by Deputy Mayor Schulman and voted unanimously to request an opinion from Town Attorney on drafting a policy to address concerns holding absentee landlords responsible for conditions of their property.

Council Referred Item – FY 15/16-83: Discussion and Possible Action Regarding Policy 110.04 (Town of Bloomfield Meeting Agenda Format and Minutes

Mr. Philip K. Schenck, Jr., Town Manager gave a brief overview regarding standardizing a meeting agenda format and minutes policy. This policy will provide guidance to boards and commissions as a guide to a standardized uniform format with agenda and minutes.

It was moved by Councilor DeLorenzo, seconded by Deputy Mayor Schulman and voted unanimously to refer to the full Council for approval regarding Policy – Town of Bloomfield Meeting Agenda Format and Minutes.

Deputy Mayor Schulman inquired about Town Council appointed committees and to confer for accuracy with Town Attorney.

Councilor DeLorenzo asked about what language to include regarding agendas. The board or commission may have discretion where permitted.

Mr. Schenck stated that workshops will be scheduled with chairs of boards and commissions as follow up with the Freedom of Information Act and how to set up an agenda.

Council Referred Item – FY 15/16-84: Discussion and Possible Action Regarding Policy 110.05 (Bloomfield Town Council – Rules of Procedure)

It was moved by Councilor DeLorenzo, seconded by Deputy Mayor Schulman and voted unanimously to recommend to the full Council approval of this Policy 110.05 – Bloomfield Town Council – Rules of Procedure. It was noted that there have been no changes to the policy content, however the written format of the policy was standardized.

Discussion and Possible Action regarding status update on Town Signage & Wayfinding

Mr. David Melesko, Director of Leisure Services presented an update regarding the Town Signage and Wayfinding study. Mr. Melesko requested committee approval of the bottom boarder design of the overall town signage proposal.

After committee review of three selections presented, it was recommended that a lighter green version (different intensity of contrast – Option #3) would be appropriate. There was brief discussion regarding the Federal Highway regulations regarding the size of lettering placed on each sign, 6 inch lettering design.

Councilor Rivers stated that the proposed signs are mapped out for appropriate scales across town.

Mr. Schenck, Jr. stated that a signature activity for the main town sign could be incorporated in the center roundabout as a part of the town green project.

Councilor Washington agreed that the boarder and color for Option #3 should be more defined.

Mr. Melesko gave a brief description of sign locations throughout town.

It was moved by Councilor DeLorenzo, seconded by Deputy Mayor Schulman and voted unanimously to approval sign locations and final design with modifications to the border color/picture in Option #3 presented to this subcommittee.

Mr. David Mann, 1 Adams Road commended on automated signs. He stated that current signage is hard to read and new automated signs should be larger and visible.

Mrs. Sharon Mann, 1 Adams Road gave brief comments regarding the pick of Option #3 and suggestions regarding color and graphics presented.

Town Manager's Goals FY 15/16 – Status Report

Mr. Philip K. Schenck, Jr., Town Manager gave a final wrap up of this his goals from August 1, 2015 – July 31, 2016:

Communications

The redesign of the Town website is well underway. The town chose Virtual Town Hall as the new vendor to create, develop and maintain the new site. The new website is set to tentatively launch on September 1, 2016.

The West Indian Celebration will be held on Thursday August 4, 2016. The celebration will include a host of musical guests and entertainers, authentic foods and merchandise.

Mr. Schenck, Jr. presented the following goals not included in the FY 15/16 budget for discussion: Town Wide alert, to broaden to include Administration/Public Safety announcements, the Bloomfield Citizens Academy model and the development of an RFP for a community relations/affairs personnel.

Major Capital Projects

Mr. Schenck, Jr. reported that Phase I of the Filley Park project has been completed. Filley Park - Phase II of the project has some current issues with State of Connecticut Department of Environment and Energy Protection (DEEP) and the Army Corp of Engineers with permitting for water chestnut.

The Granby Street pavement rehabilitation/drainage project is awaiting for state approval. There are 3 tiers of approval for funding. The project may tentatively be scheduled to go out to bid by late Fall.

The design for Woodland Avenue has been completed for the north of Peters Road. The town applied for grant funding to rehabilitate the south portion of Woodland Avenue.

There is a meeting scheduled with 10 property owners for Wednesday, August 3, 2016 from 5:00 – 7:00 p.m. regarding the Mountain Avenue sidewalk project.

The East Coast Greenway section in Bloomfield is out to bid now and will plan to be under construction in October 2016.

The town is currently consulting with an engineer company regarding the Mountain Avenue Bridge.

The Blue Hills Avenue Streetscape project is still viable. A presentation of plans will be presented before full the Council in the near future. There is a community group of interested parties to be developed regarding the viability of this area of town.

It was noted that \$150,000 granted in 2005 is still available for a loan program opportunities to business owners.

With assistance from State Representative David Baram, the town did apply for \$500,000 through the bond commission to revitalize this area, however it was not approved in this last legislative budget session.

Economic Development

With guidance and assistance from Goman & York, the town conducted and attended 24 business visitations for the fiscal year 2015-2016.

The Bloomfield Business Alliance was formed with monthly meetings with owner/representatives of Wintonbury Mall. They are currently advocating for HVAC and lighting upgrades to the Mall.

Bloomfield Apartments is well underway. All permits have been approved and secured. Site demolition has begun and will continue to be cleared in preparation for construction.

Shared Parking proposal was presented to the Town Plan & Zoning Commission.

University of Hartford and Alstom Power are reviewing plans for the 200 acres available for possible collaboration with Hartford Healthworks project.

The Business Energy Solutions program had a slow launch in attracting businesses. The program is looking to obtain more participants with the restructuring of Wintonbury Mall.

Financial Management

The town received the Government Finance Officers Association (GFOA) budget award in July 2016.

Mr. Schenck, Jr. and the Finance Director will continue to evaluate quarterly capital project management system.

Personnel Management

The status updates for the employee handbook, summary of pension plan document, formal orientation program is in progress.

The town hired Human Resource Consulting (HRC) to review and monitor the Affirmative Action Plan. Implementation of changes and recommendations occur as needed.

Mr. Schenck, Jr. informed the subcommittee about the status of union negotiations. There is some resistance with negotiating benefits for employees.

The town implemented a wellness program with Weight Watchers. Thus far, the program has been successful for many participants. The town will continue to emphasize wellness programs to reduce sick time usage.

Facilities Maintenance and Management

The town approved town facility use policy in July 2016 for community agencies and organizations.

The town will continue to monitor monthly reports from Ameresco contract on energy consumption.

Infrastructure Maintenance and Management

The town has completed the sidewalk maintenance and condition analysis for future repairs/replacement. Mr. Schenck, Jr. will present this project for consideration in this year's budget cycle.

The town have several interns from universities willing to work on the Shade tree management program.

The 1977 town wide drainage study update has not been completed.

Administrative Report from the Town Manager

Mr. Schenck, Jr. presented a brief synopsis of his goals for August 1, 2016 – July 31, 2017. He also clarified the process regarding bond resolutions and public hearing for the major capital projects recommended for bond referendum in November 2016.

Public Comments

1. **David Mann, 1 Adams Road** – MDC, Woodland Avenue project – town to utilize – lease as development increase density...
2. **Sharon Mann, 1 Adams Road** inquired about plans for Wintonbury Mall to be more retail and attracting businesses to the Town Center.
3. **Jane Nadel-Klein, 82 Tariffville Road** asked about how much it would be to buy Wintonbury Mall. She stated that they have no real vested interest in the town center. Mr. Nadel-Klein also addressed concerns regarding the public comment discussion at Council meetings. In addition, she suggested to have the cub scouts lead the pledge of allegiance at a future Council meeting.

Approval of Minutes

It was moved by Councilor DeLorenzo, seconded by Deputy Mayor Schulman and voted unanimously to approve the minutes of June 6, 2016.

Adjournment

It was moved by Councilor Hypolite, seconded by Deputy Mayor Schulman and voted unanimously to adjourn the meeting at 8:39 p.m.